

What to Do When you Receive a Grant

Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Overview

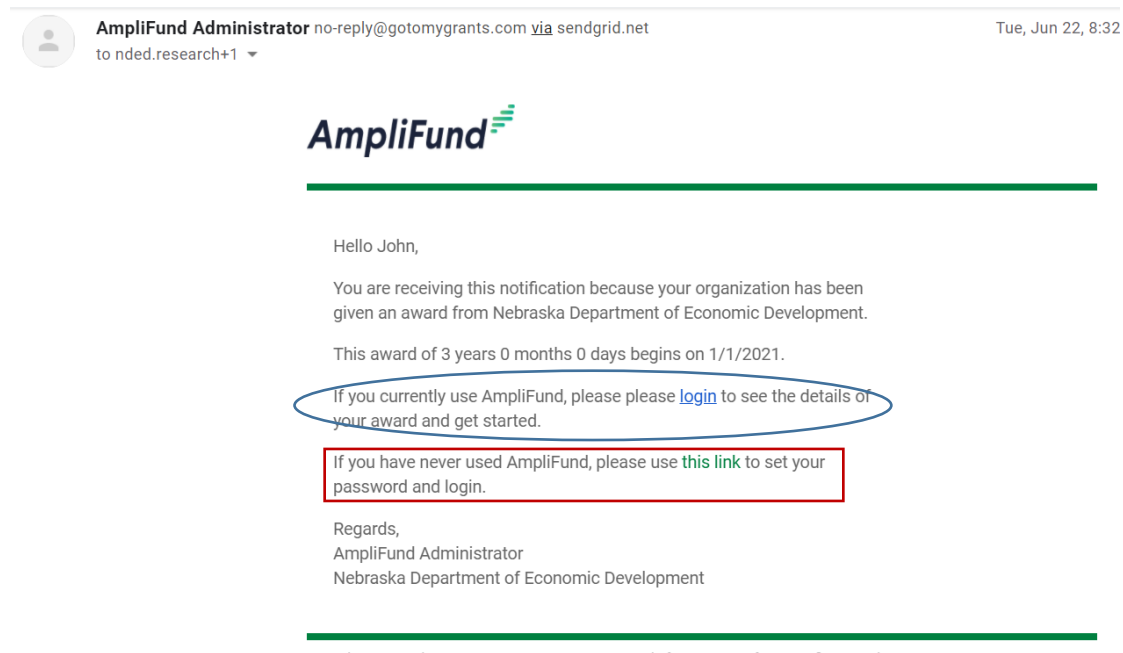
This guide provides a quick reference as you get started managing your new award. You will need to complete three steps immediately:

1. Make sure your organization has at least *two* users ([Edit Users](#))
2. [Assign a Recipient Grant Manager](#)
3. [Complete the W9 & ACH form](#)
4. For federal programs: [enter your SAM Expiration Date](#)

This guide also has some general information regarding logging in for the first time, navigating the system, payment requests and other helpful instructions.

Logging In for the First Time

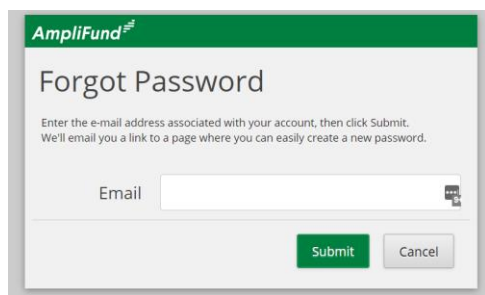
1. When your award is available in AmpliFund, you will receive an email from no-reply@gotomygrants.com.



2. If you already have an AmpliFund account, use the link (circle) provided in the email to log-in.

A screenshot of the AmpliFund Login page. The page has a green header with the AmpliFund logo. Below the header, the word 'Login' is displayed. There are two input fields: 'Email' and 'Password'. The 'Email' field has a green border and a small icon on the right. The 'Password' field has a green border and a 'show' button on the right. Below the password field, there is a checkbox labeled 'Remember my email' and a link labeled 'Forgot your password?'. At the bottom of the form is a green 'Login' button.

3. If you are a *NEW* user to AmpliFund, choose the second option (rectangle) to set your password.



AmpliFund

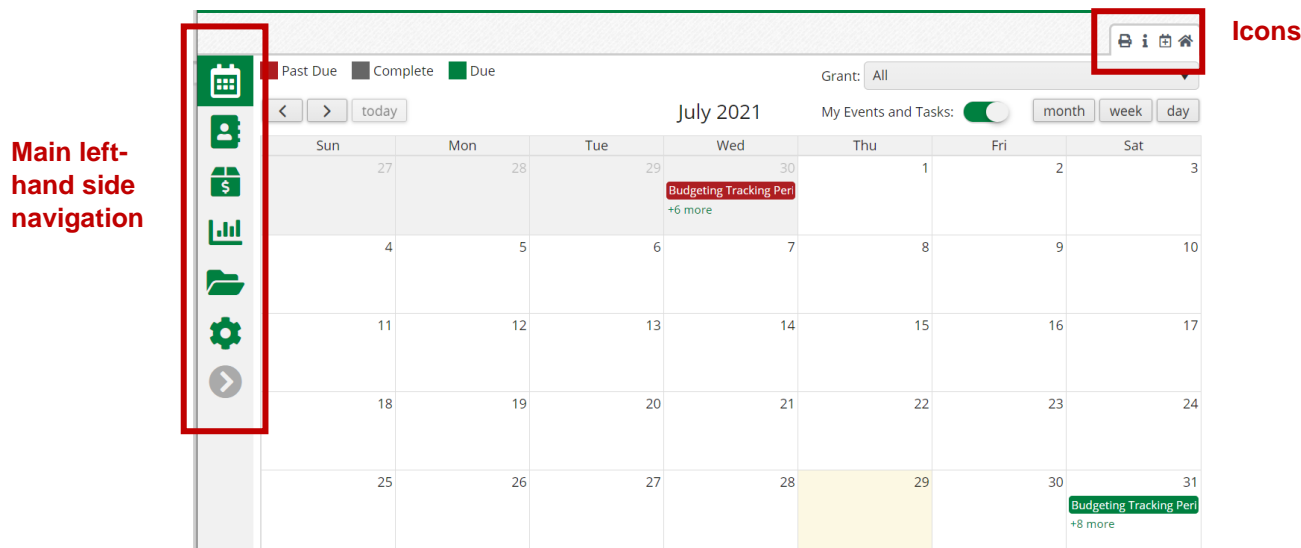
Forgot Password

Enter the e-mail address associated with your account, then click Submit. We'll email you a link to a page where you can easily create a new password.

Email

Navigation

4. After you are logged in to AmpliFund, you will be taken to a calendar. This will show you any assigned tasks.
 - a. The main navigation to AmpliFund is always on the left-hand side of the screen.
 - b. There are icons in the upper right-hand corner to let you take different actions.

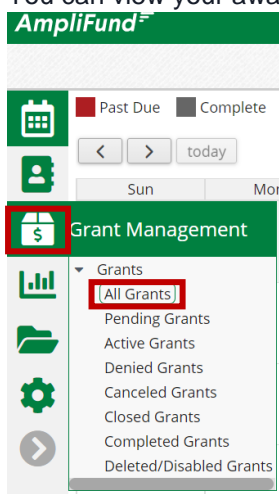


Main left-hand side navigation (points to the left sidebar)

Icons (points to the top right corner icons)

The calendar shows July 2021. Tasks include "Budgeting Tracking Peri" on July 30 and July 31.

5. You can view your awards using the left-hand side navigation. Going to **Grant Management > All Grants**



AmpliFund

Grant Management

- Grants
 - All Grants**
 - Pending Grants
 - Active Grants
 - Denied Grants
 - Canceled Grants
 - Closed Grants
 - Completed Grants
 - Deleted/Disabled Grants

6. You will be taken to the grid view. Anytime you see a grid, you can use the dropdown arrows:

c. Sort: Choose **Ascending** or **Descending**

d. Add or remove **Columns** using the checkboxes

Sort Ascending
Sort Descending
Columns
Filter

☒ Fiscal Year Received
☒ Close Out Date
☐ End Date
☒ Status
☐ Awarded Date
☐ Performance Tracking Period

e. Filter the fields

i. Use the dropdown arrow to choose the filtering option

Filter

Show items with value that:
Is equal to
Is not equal to
Starts with
Contains
Does not contain
Ends with

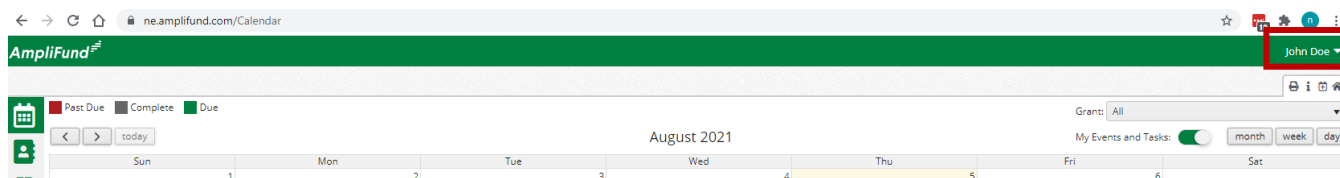
Edit Users

Changing your Username

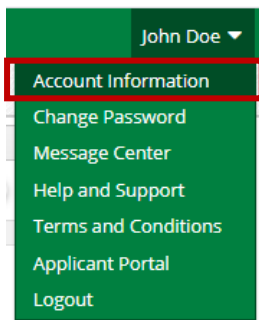
Your user's first and last name may be listed as "Admin User". You need to change this to your actual name.

7. Log-in to AmpliFund

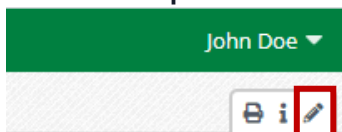
8. In the upper-right hand corner, click on the user name (likely “Admin User”)



9. Choose **Account Information**



10. Click the **edit pencil** icon in the upper-right hand corner.



11. Scroll to the **Individual Information** section

12. Type in the correct **First Name** and **Last Name**

Individual Information

First Name*

Last Name*

Title

13. Click **Save**.

Save

Cancel

14. Each user in your organization should follow these steps.

Adding Users

Best practice is to have at least *two* staff members be users in your organization’s AmpliFund account. See the guides below on user management.

- User management guides
 - [Adding users](#)
 - Use this guide to add a second user as backup to your account
 - Use this guide to add new staff members to your account

- [Disabling users](#)
 - Use this guide if you have had turnover and need to remove a previous staff member from your account
- [Providing applicant portal access](#)
 - Use this guide to give other staff access to view and edit your applications

Adding an External User

If your award is managed by someone that does not work at your organization, like a consultant or certified administrator, that individual is referred to as an External User. External Users must be added to your recipient account by DED and AmpliFund.

When DED initially communicated the system change, we provided a survey for you to specify any needed External Users. If you missed this email, need another external user or need to make any changes, please follow the directions below.

15. If you need an External User added or to edit an existing one, please submit the External User Consent (3rd Party) form. Follow this [guide](#) for instructions.
 - a. [Guide](#) for External Users after they have been added

NOTE: The External User Guide will instruct you to complete a task when you have filled out the form. DED did not create tasks for migrated awards. You can skip this step.

How many forms do I complete?

Only one External User Consent Form needs to be completed per recipient account per external user.

Example 1: Anytown needs to add John Smith from Acme Corp as an External User. Anytown should complete ONE External User Consent forms.

Example 2: Anytown needs to add John Smith and Jane Doe from Acme Corp as External Users. Anytown should complete TWO External User Consent Forms – one for John and one for Jane.

How to edit your Grant

16. Select your Grant from the previous section. You are now on the Award's **Details** page.
17. Click the **Pencil Icon** in the top right corner.



You will now be able to edit certain fields in your Award.

Edit Award

Award Status

NOTE: You can follow steps #16-17 to edit your award any time it's necessary. These instructions focus particularly on the steps you need to take initially to finish setting up your award.

Assign Recipient Grant Manager

While in the edit screen from above, in the **Award Information** area, assign a **Recipient Grant Manager**.

- **The Recipient Grant Manager will receive all automatic notifications regarding Approvals and Rejections communicated from NE DED.**

18. Click the dropdown menu in the Recipient Grant Manager field to add a Grant Manager to the record.

NOTE: The User must be created in AmpliFund for you to select them from the dropdown list.

Award Information

Responsible Person	Dillon Cornett
Grant Manager*	Dillon Cornett
Recipient Grant Manager*	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">Bob Green ▼</div> <div style="padding: 2px;">Bob Green</div> <div style="padding: 2px;">Jane User</div> <div style="padding: 2px;">Jim User</div> </div>
Award Identification Number	
RFP ID Number	
Funding Opportunity Number	

Enter SAM Expiration Date

SAM Expiration Date only applicable to Community Development Block Grant (CDBG), HOME Investment Partnerships Fund (HOME), and National Housing Trust Fund (HTF) awards.

19. Scroll to the bottom of the **Details** page to find the System for Award Management (SAM) section.

20. Enter your **SAM Expiration Date**. Either type the date in MM/DD/YYYY format or click the calendar icon to select a date.

NOTE: This is a required field that must be complete before the page can be saved.

System for Award Management (SAM)

SAM Expiration Date*

MM/DD/YYYY

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	8
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Tuesday, April 06, 2021

1/01/2022

21. After making any edits, click **Save**.

Save

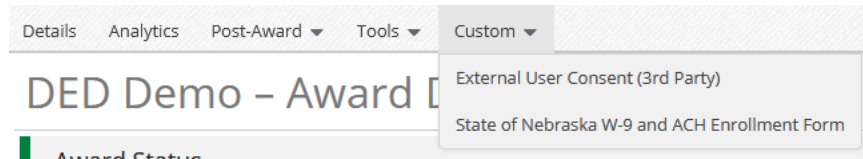
Cancel

Complete W9 & ACH Form

NOTE: You need to fill this form out even if you have had previous Award(s) with DED.

To navigate to the 'State of Nebraska W-9 and ACH Enrollment Form':

22. Custom (tab) > State of Nebraska W-9 and ACH Enrollment Form



23. Click the **+** icon in the top right.



24. Follow the instructions at the top of the form, once complete, click the **Create** button in the bottom right corner.



Payment Requests

For instructions on payment requests, please view your program-specific user guides at <https://opportunity.nebraska.gov/amplifund/>.

Helpful User Guides

User guides can be found at: <https://opportunity.nebraska.gov/amplifund/>. There is a Frequently Asked Question (FAQ) section and program-specific sections. A list of commonly used guides can be found below.

- [Forgot Password](#)
- [FAQ > Award Management](#) > Help Videos
- [Filling out Forms](#)
- [Completing Tasks](#)